

ARIES, Windows 7, Chrome &/or Internet Explorer

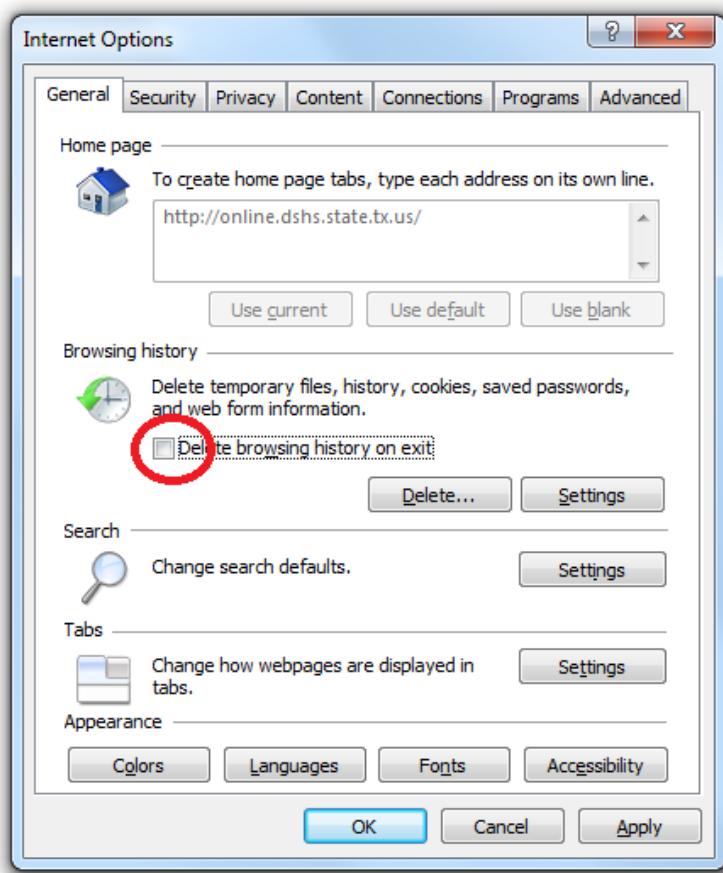
Before You Begin

These instructions require the use of Internet Explorer 11 and Chrome running on Windows 7. To make some of the changes mentioned in the instructions, users may need to have administrative rights on their computer.

It is imperative that these instructions be followed in order without skipping any steps.

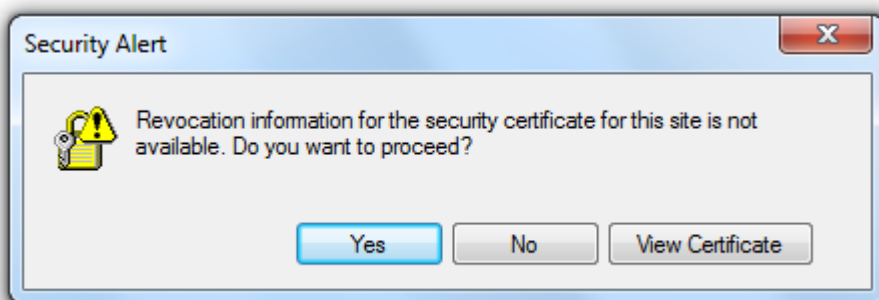
Requesting a Certificate for ARIES (Requires Internet Explorer)

1. Prior to requesting a certificate, it's advised to uncheck the "Browsing History on Exit" setting. This will keep your certificate request from being deleted if you choose to close your browser after the request is complete.
 - a. Within Internet Explorer, click Tools > Internet Options > General Tab. Ensure the "Delete browsing history on exit" is UNCHECKED. Click OK to proceed



2. Launch Internet Explorer 11. Make sure no other browser windows or tabs are open.

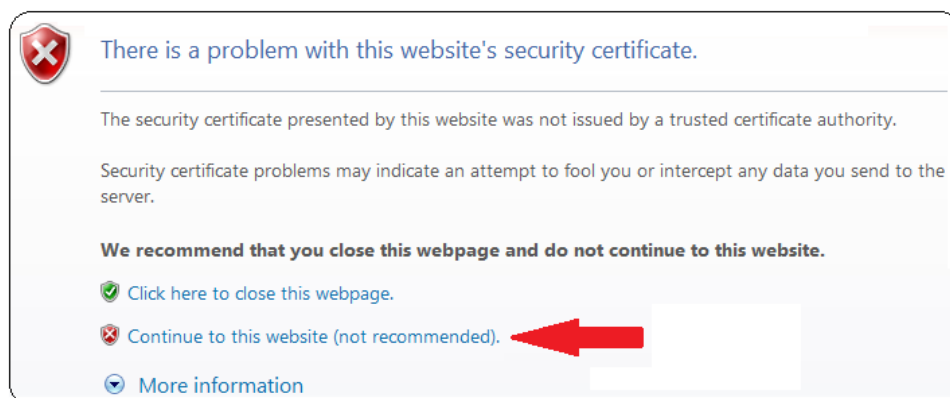
3. Go to ARIES prod certificate site <https://ariesca.dshs.texas.gov/certsrv> Click Yes if the following Security Alert Window appears



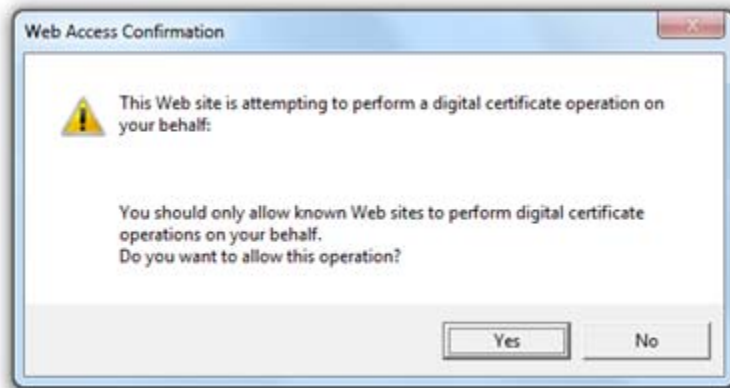
4. After pressing the Yes button you may see the following second Security Alert. The web address is safe. Press the Yes button again to proceed



5. One final Security Warning may appear. Click "Continue to this website" to proceed



6. At this point you should be viewing the “Microsoft Active Directory Certificate Services – PROD-ARIES-CA” shown in a green color bar
 - a. Click on “Request a Certificate”
 - b. Click on “Web Browser Certificate” Click **Yes** if the following “Web Access Confirmation” screen appears



- c. Click on “More Options”
 - d. Click on “use the Advanced Certificate Request form” Click **Yes** again if the “Web Access Confirmation” screen appears

7. You should see the following screen

Microsoft Active Directory Certificate Services -- PROD-ARIES-CA

Advanced Certificate Request

Identifying Information:

Name: JohnDoe4 ARIESClient
 E-Mail: john.doe@HIVprovider.com
 Company: HIV Provider
 Department: Client Services
 City: Somewhere
 State: Tx
 Country/Region: US

Type of Certificate Needed:
 Client Authentication Certificate

Key Options:

☒ Create new key set ☐ Use existing key set
 CSP: Microsoft Enhanced RSA and AES Cryptographic Provider
 Key Usage: ☐ Exchange ☐ Signature ☒ Both
 Key Size: 2048 (Min: 384, Max: 16384, common key sizes: 512 1024 2048 3072 8192 16384)
☒ Automatic key container name ☐ User specified key container name
☐ Mark keys as exportable
☐ Enable strong private key protection

Additional Options:

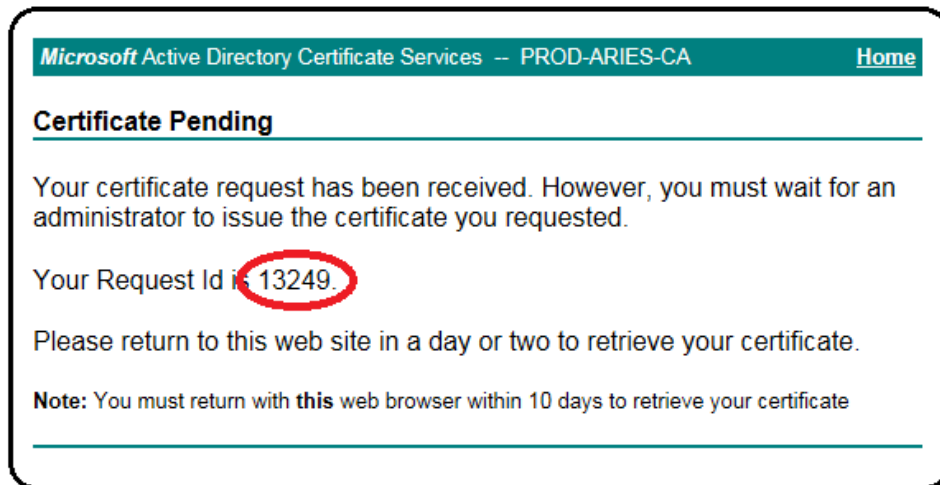
Request Format: ☒ CMC ☐ PKCS10
 Hash Algorithm: sha1
 Only used to sign request
☐ Save request
 Attributes:
 Friendly Name:

Submit

8. THE **ONLY** SECTIONS ON THE ADVANCED CERTIFICATE REQUEST SCREEN THAT NEED TO BE COMPLETED ARE CIRCLED IN RED.

- a. Name: Username ARIESClient
 - i. The username is your ARIES Login name that your Administrative Agency's Data Manager assigned to you. Enter that name followed by a space and ARIES in all caps followed by Client (with a capital 'C') without a space. For example, if your ARIES login is JohnDoe4 your Aries name will be "**JohnDoe4 ARIESClient**"
 - b. Key Size: Click on 2048
 - c. Click "Submit" to proceed
9. Double check that the other variables have remain unchanged
- a. Type of Certificate.....Client Authentication Certificate
 - b. Create new key set.....Radial button selected
 - c. CSP.....Microsoft Enhanced RSA & AES Cryptographic Provider
 - d. Key Usage.....Both
 - e. Automatic key container name....Radial button selected
 - f. Request Format.....CMC
 - g. Hash Algorithm.....sha 1

10. A Certificate Pending screen will appear with a request id number. Send this number along with the Certificate Request form to your Data Manager.



11. Click the Home link in the upper right corner of the window to return to the Welcome Screen. It's advised to keep your browser open to the screen shown below. If this isn't possible, ensure the "Delete browsing history on exit" is UNCHECKED in step one, then close the browser.

Installing the ARIES certificate

1. After you get e-mail notification that your cert has been issued, Navigate to the ARIES certificate site <https://ariesca.dshs.texas.gov/certsrv/> and click on “View status of a pending certificate request”.

Microsoft Active Directory Certificate Services -- PROD-ARIES-CA
Home

Welcome

Use this Web site to request a certificate for your Web browser, e-mail client, or other program. By using a certificate, you can verify your identity to people you communicate with over the Web, sign and encrypt messages, and, depending upon the type of certificate you request, perform other security tasks.

You can also use this Web site to download a certificate authority (CA) certificate, certificate chain, or certificate revocation list (CRL), or to view the status of a pending request.

For more information about Active Directory Certificate Services, see [Active Directory Certificate Services Documentation](#).

Select a task:

- [Request a certificate](#)
- [View the status of a pending certificate request](#)
- [Download a CA certificate, certificate chain, or CRL](#)

2. The next screen shows the certificate(s) that have been approved and ready to install. Click on [Client Authentication certificate](#) link to proceed. Click **Yes** if the “Web Access Confirmation” screen appears.
 - a. If your certificate isn’t shown then re-request another certificate, but leave your Internet Explorer window open after you submit your request and click [Home](#) to navigate back to the **Welcome** screen shown above.

Microsoft Active Directory Certificate Services -- PROD-ARIES-CA
Home

View the Status of a Pending Certificate Request

Select the certificate request you want to view:


- [Client Authentication Certificate \(Friday May 10 2013 10:09:45 AM\)](#)

3. The **Certificate Issued** screen simply shows you the certificate that will be installed. Click [Install this certificate](#) to proceed.

Microsoft Active Directory Certificate Services -- PROD-ARIES-CA
Home

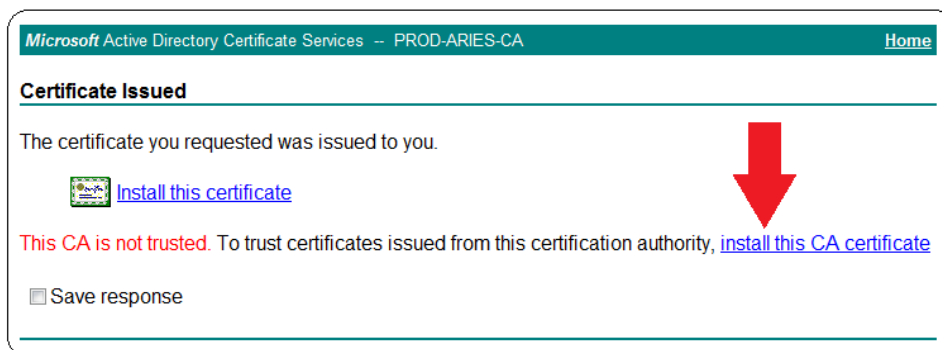
Certificate Issued

The certificate you requested was issued to you.


[Install this certificate](#)

☐ Save response

4. If ARIES certificates have been installed on the user's computer before, the following step will not need to be completed. If you see the following window, click **Install this CA certificate** to proceed.



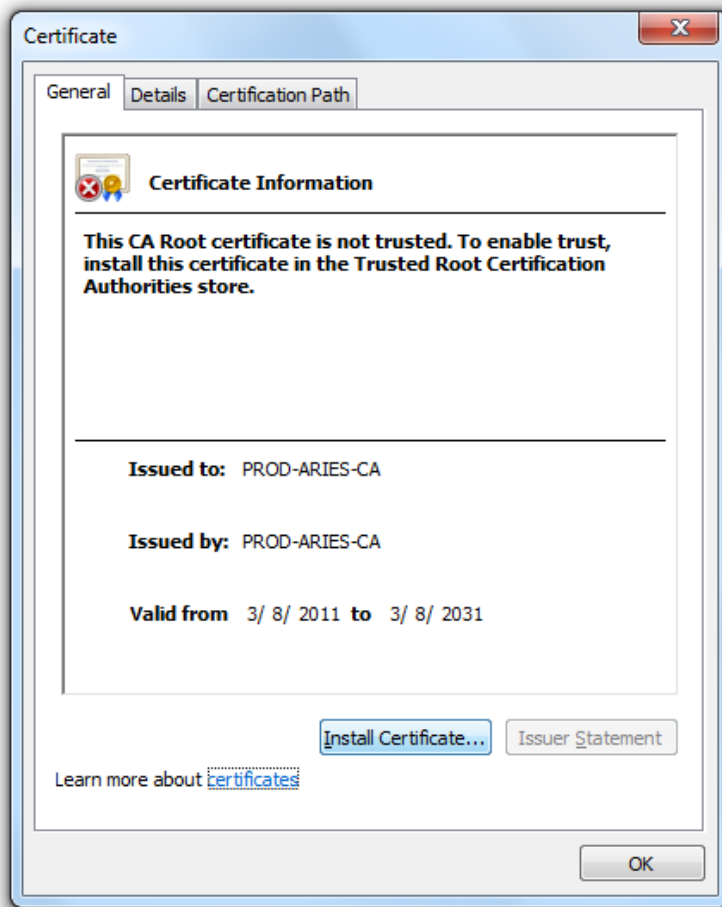
5. When the **File Download – Security Warning** window appears, click Open to proceed



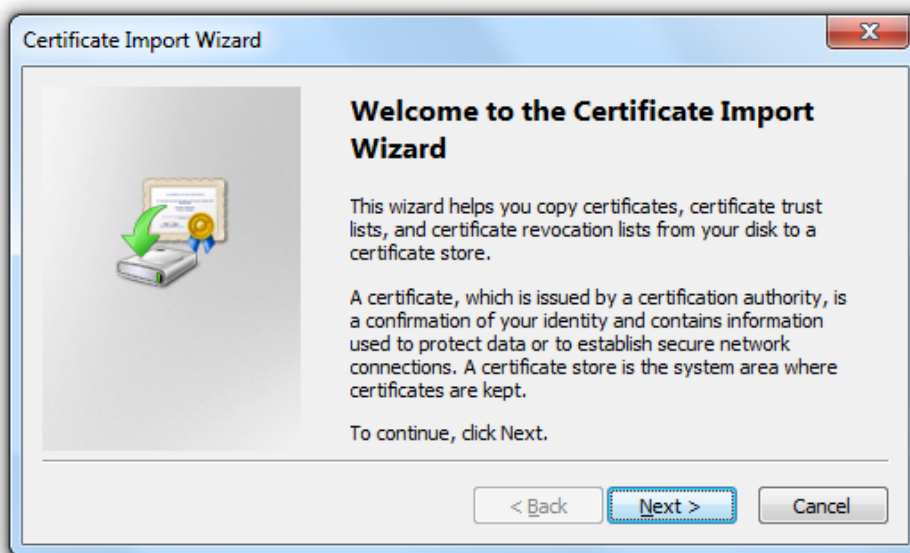
6. If the following message appear at the bottom of the browser window, click Open to proceed.



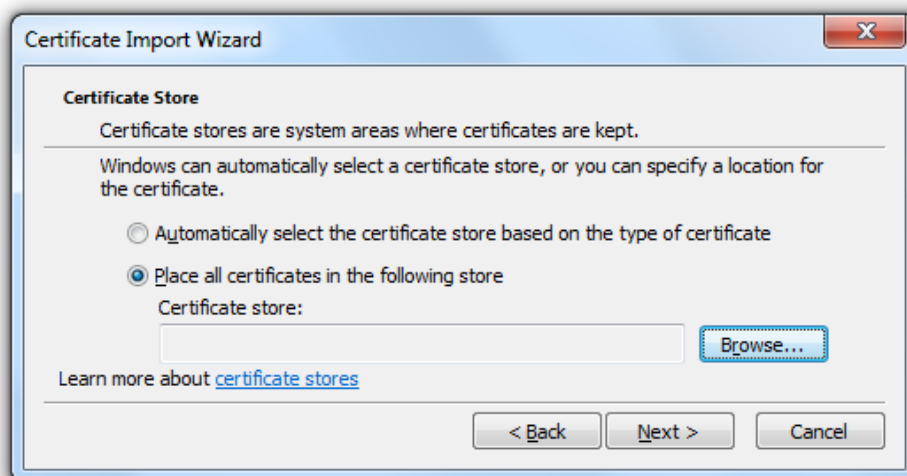
- Click on **Install Certificate** to continue. This step installs the PROD-ARIES-CA certificate in the Trusted Root Certificate Authorities folder.



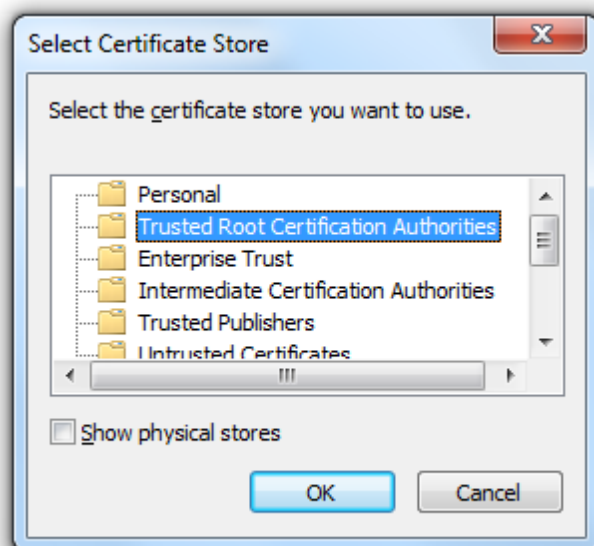
- When the **Certificate Import Wizard** window appears, click **Next** to proceed



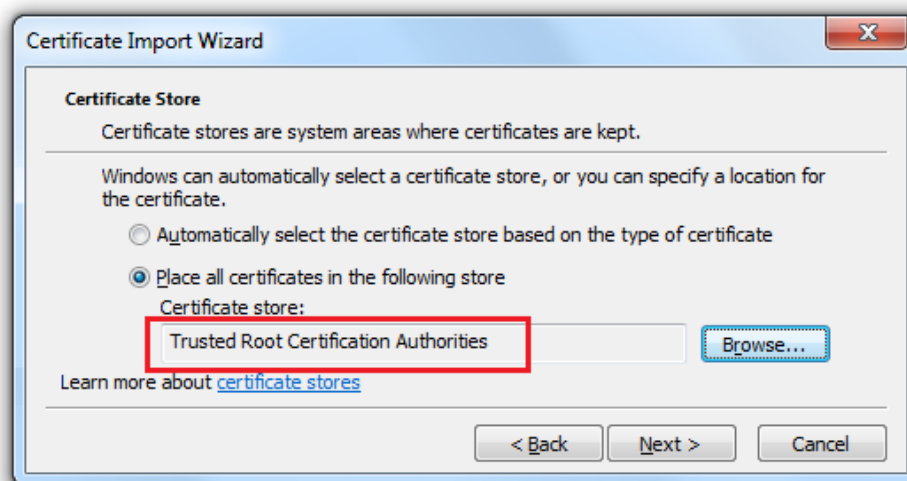
9. Select the radio button for Place all certificates in the following store and press the Browse button to proceed



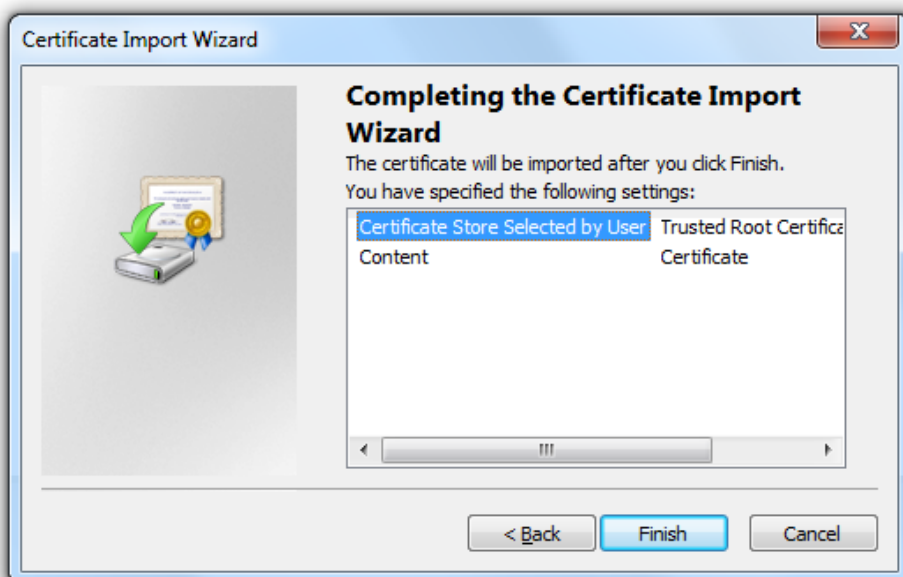
10. From the **Select Certificate Store** window, select **Trusted Root Certificate Authorities** and click OK to proceed



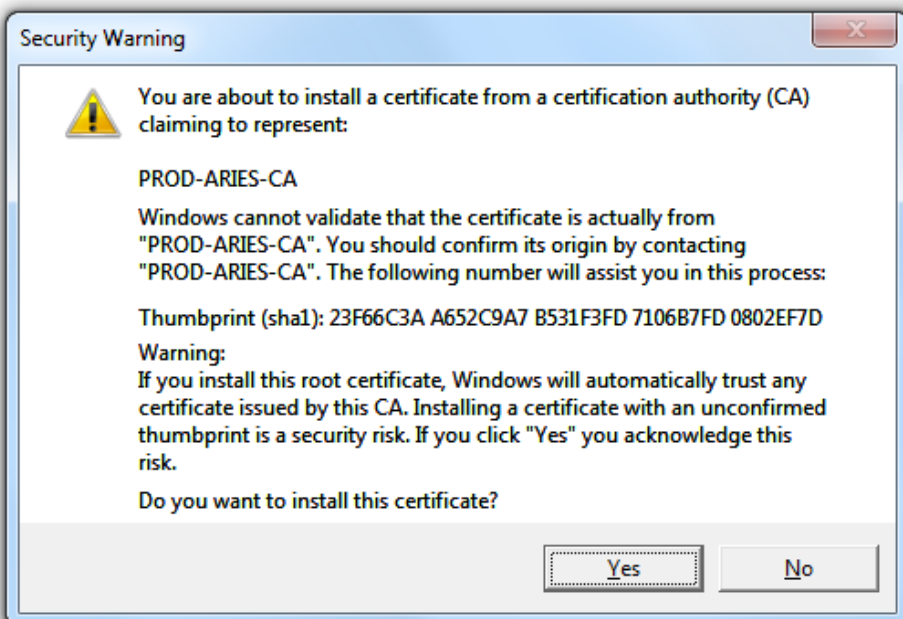
11. This screen shot shows the certificate will be installed to the Trusted Root folder. Click Next to proceed



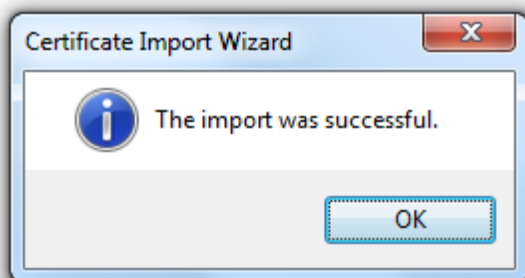
12. Click the Finish button to proceed



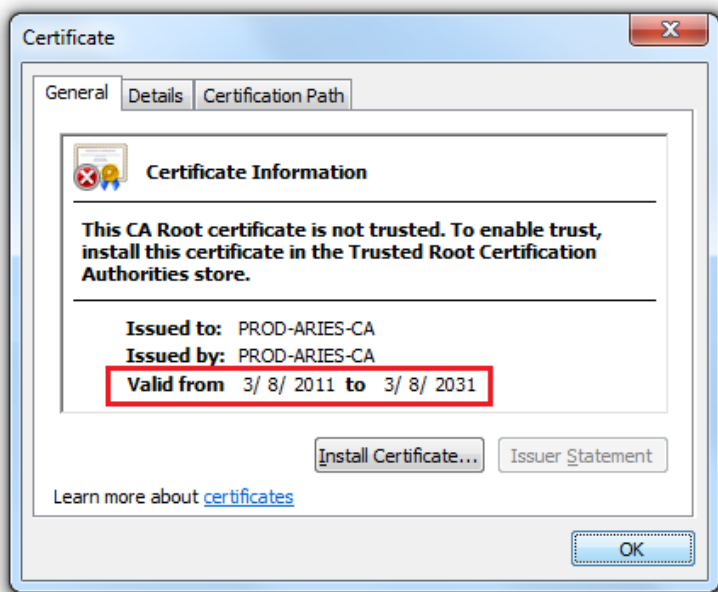
13. Click Yes on Security Warning



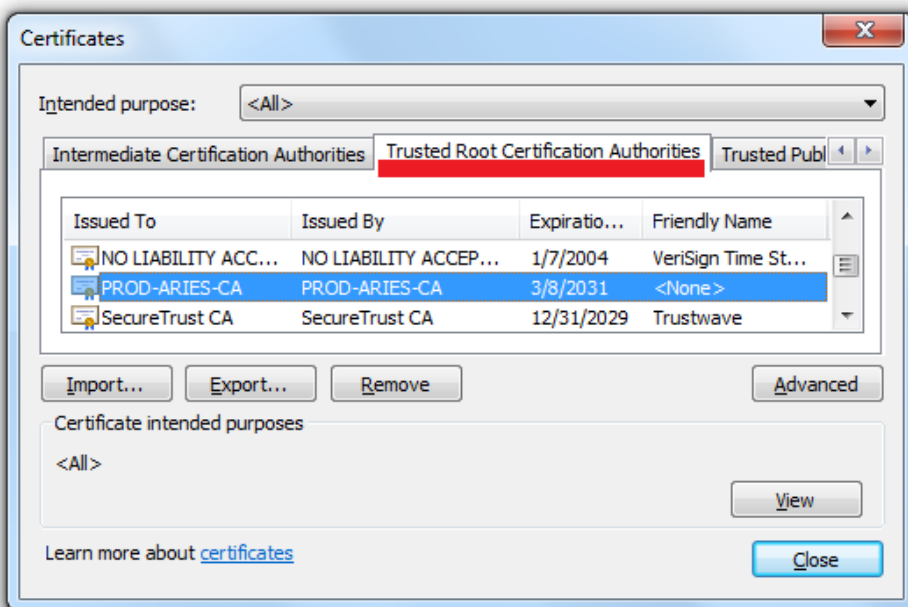
14. Click on OK



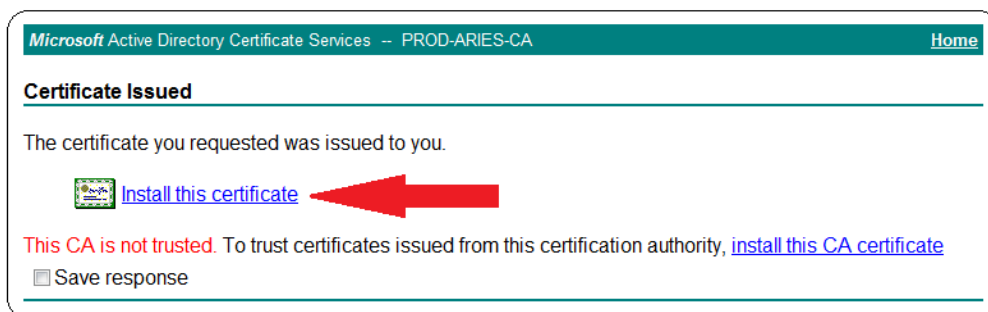
15. The FIRST installation is complete, click on OK to close the window shown below



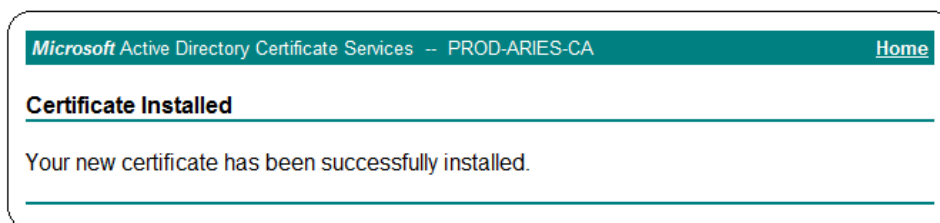
16. Prior to Step 4 of this section, the Trusted Root Certificate Authorities didn't have an ARIES certificate. The steps taken up to this point have been installing the cert. that expires in the 2030's



17. Click on Install this certificate next to picture of a certificate

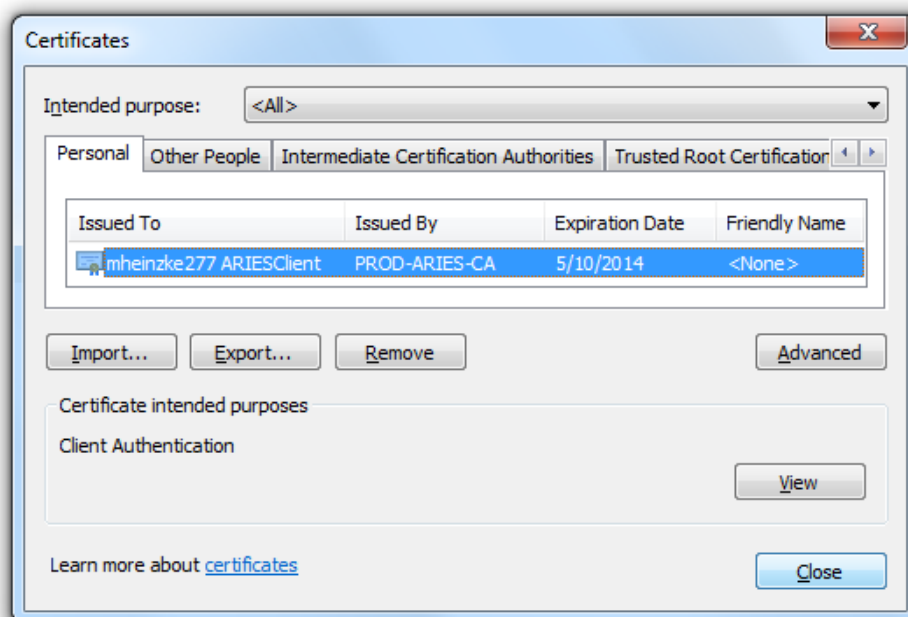


18. Your ARIES Certificate is now available for use



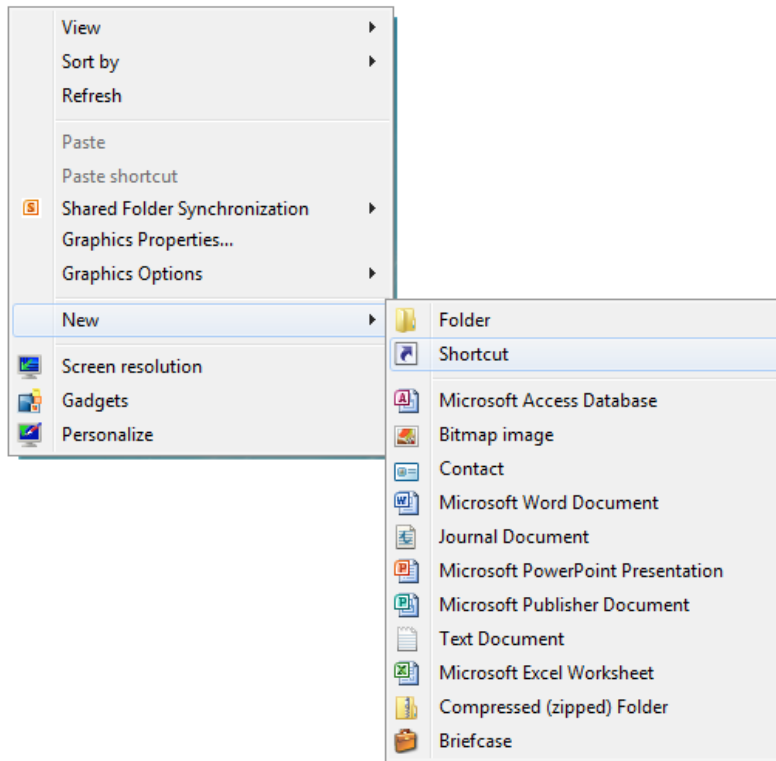
19. If there are additional certificates to install, click the **Home** link, click **View the status of a pending certificate request**

20. To check if the certificate was installed, open Internet Explorer, click on Tools > Internet Options > Content > Certificates. Under the **Personal** tab you will see the certificate you just installed.
Notice this certificate expires in 12 months.

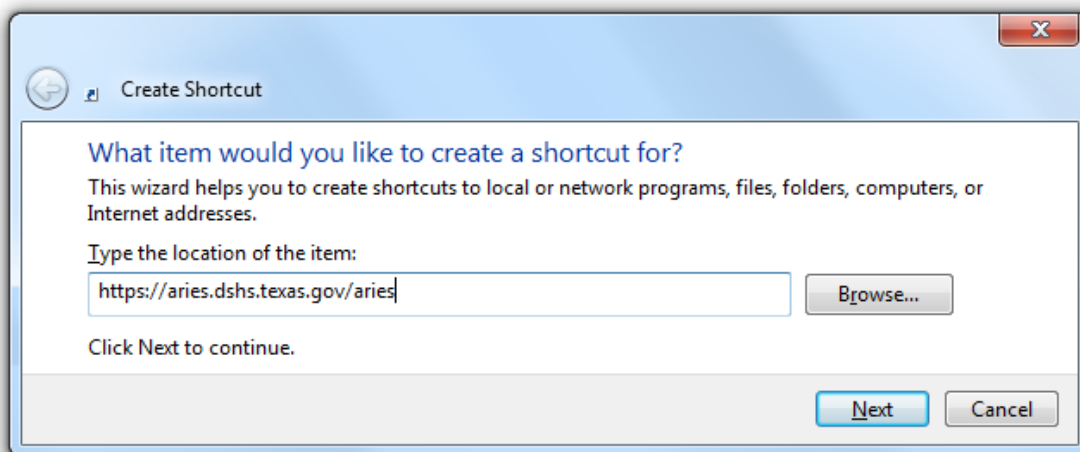


Creating ARIES Desktop Icon and Keyboard Shortcut

1. Navigate to the Windows Desktop. Right mouse click and select New from the menu, then select Shortcut.



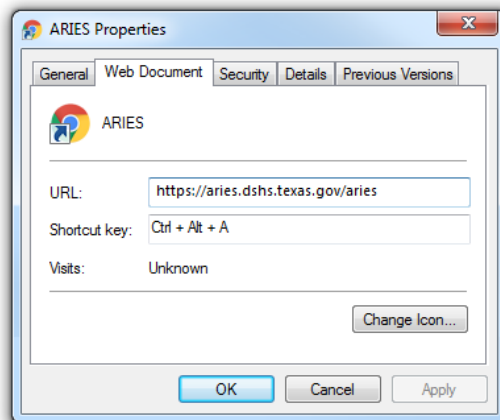
2. Type the following URL in the blank field
 - a. <https://aries.dshs.texas.gov/aries> and click the Next button



3. Type ARIES for the shortcut name and click the Finish button



4. Locate the newly created ARIES shortcut icon on your desktop. Hold your pointer arrow over the icon, right mouse click and select properties. Select the Web Document tab and key in a one letter designation for the Shortcut key. I've chosen "A" for ARIES. Click OK. Creating this shortcut allows the user to simply press the **Ctrl, Alt** and **A** keys at the same time to open the program. You don't have to close any other programs or navigate to the desktop. Simply press those three keys together. This feature can be created for any desktop shortcut.



Or

